

DEAN'S HOUSE FOUNDATION

Level II MAT KHRN Housing Shared

Housing for Recovery

Dean's House Foundation is a 501C3 committed to compassionate and medically assisted treatment practices for recovery. We accept people on suboxone, methadone and drugs that support mental health treatment.

We believe that people thrive on kindness, support and understanding. We believe in the power of housing to support recovery.

Stephanie 270-872-7511

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CHARGES - FINANCIAL DISCLOSURE

1. Residents are responsible for the financial obligations outlined in their individual Resident Financial Agreement. Fees and payment schedules vary based on the resident's primary funding source (e.g., Self-Pay, Per-Diem, HUD-VASH, or Insurance). Please refer to your signed agreement for specific rates and due dates.
2. Please open a bank account. We will accept debit credit cards. We do not accept cash or personal checks. We send a text receipt via our card processing service to your cell phone.

You are responsible for making sure that your charges are paid, even if it is paid by another organization. Please let us know if we can connect you with *helping agencies*.

3. **POLICY ON REFUNDS:** Dean's House Foundation adheres to NARR and KRHN standards regarding financial transparency and resident rights. To maintain a fair and clear environment, our refund policy is as follows:
 - One-Time Administrative Fee: The initial Administrative Fee is non-refundable. This fee covers the cost of clinical-grade drug screening, background check processing, and administrative setup of the resident's physical and digital files.

- **Involuntary Move-Out (Rule Violations or Relapse):** If a resident is asked to leave the program due to a violation of the House Rules or a relapse, the program fee for the current week (defined as the Sunday–Saturday cycle) is forfeited and non-refundable. Any program fees paid in advance for future weeks will be refunded in full.
- **Voluntary Move-Out:** Residents who choose to leave the program of their own accord and provide at least 48 hours' notice are eligible for a refund of any pre-paid weekly fees for future weeks. The fee for the current week remains non-refundable.
- **Processing Timeline:** All eligible refunds will be issued within 30 days of the resident's departure date. Refunds are issued via the original payment method or a corporate check mailed to the emergency contact on file.
- **Electronic Processing Fees:** As the Foundation chooses to absorb the cost of electronic transaction fees, no portion of these third-party fees is refundable to the resident.

3RD PARTY PAYMENTS & REFUND RECIPIENTS: To maintain financial integrity and comply with our funding agreements (including VA GPD and other helping agencies), Dean's House Foundation enforces a strict "Return to Source" refund policy:

- **Original Payor Requirement:** If program fees were paid by a third-party entity (e.g., a non-profit organization, government agency, or a family member), any eligible refund for pre-paid future weeks will be issued directly to the original payor. * **No Resident "Cash-Outs":** Refunds for fees paid by a third party will not be issued to the resident under any circumstances.
 - **Verification:** In cases where a resident's fees are split between self-pay and a third party, the refund will be pro-rated. The portion paid by the resident will be returned to the resident, and the portion paid by the agency will be returned to the agency.
 - **Documentation:** All third-party refunds will be accompanied by a formal statement sent to the agency outlining the resident's departure date and the specific dates covered by the refund.
4. **POLICY ON FINANCIAL INVOLVEMENT OF STAFF:** Anyone associated with the houses or foundation is **prohibited** from handling your finances.
 5. **Honesty, cooperation and integrity are expected at all times. Our highest values are zen, tranquility, cooperation and feeling personal safety.** No threats of harm (Cause for termination of residency). No obstruction with the authorities and Department of Corrections personnel monitoring their clients (Cause for termination of residency.)

6. **No discussion about other resident's background and warrants with non-residents.**

KEY PRINCIPLES

POLICY: NO DRUG USE OR ALCOHOL USE – MARIJUANA IS NOT ALLOWED

Drug and alcohol-free housing—Program of recovery—Terms— Application of chapter governs the terms of this agreement.

1. This is a Clean and Sober recovery house and you **MUST** be clean and sober at all times otherwise immediate removal may result. You will have a baseline UA when you arrive. Random UA's will be required. The house manager or any resident may request a random UA. Failure to comply is cause for removal and is considered "dirty".
2. You will be asked to sign a medical release form when you fill out your application so that we and our designee may share house drug testing results with counselors.
3. We have house leaders and individuals who have completed peer support classes to provide support to you in Dean's House homes. Everyone is expected to interview with Joseph or Stephanie when you are first housed.
4. If you provide illicit drugs or over the counter medications to any resident that is grounds for termination of housing. The sale of illicit drugs on or off property is immediate cause for dismissal from housing. You will be asked to leave and may get your belongings within 30 days.
5. If you use drugs, you must self-report immediately to your house leader and your program.
6. **There is no expectation of privacy. Rooms may be searched for contraband at any time.** Putting a lock on your door will lead to termination of residency. This is a safety risk.
7. You are not allowed to **ask other residents to execute paperwork for the courts** or any other group.
8. **No alcohol or illegal drug use. No marijuana or using prescription drugs that do not belong to you.** No cough syrup, unless it is prescribed. Any prescribed medication must be kept in a locked box.
9. **Bringing fentanyl into the house is cause for immediate termination and payment for a hazmat removal.**

10. If you are on medication that is prescribed by your physician or program, **you are expected to take your medication.**

LIVING IN DEAN'S HOUSE

1. Dean's House works with several agencies that provide housing, therapy and medication support for our clients. **If you are in a program, you are expected to follow the rules of the program.**

2. **NO CALL – NO SHOW for 48 hours** will result in the loss of your room. Please contact your house manager if you plan on being gone longer than 48 hours with approval. **NOTE: DOC officers, Drug Court Therapists, Peer Support and your counselor (not house managers), are the only ones that can give permission to spend the night somewhere else (See Pass Policy for additional guidance).** Dean's House must be notified in writing immediately if you will be absent with approval from a counselor.

We check whether you have permission to be absent. There is a 30-day blackout with most external programs who provide residents to our housing.

We enforce the curfew unless you have a check out slip from work.

3. **Immediately clean up any area you use** (Kitchen, Bathroom, and Common area). It is expected that you will thoroughly clean the bathroom after your use. Do not leave dishes in the sink.

4. **CHORES:** Rooms will be kept orderly and clean. Beds will be made daily when not occupied, dirty dishes should be removed immediately after use and washed.

Trash must be emptied daily. Rooms are shared rooms, unless you are a house manager. If there is an open bed in your room, you are responsible for maintaining the bed. You may not use the spare bed, dresser or closet. You may not change your room or house without written permission from DOC, drug court, your program manager, the house owners and the house manager.

5. **CHORES:** Chores will be assigned weekly. The chore list is in the kitchen. If you cannot do your chore, you need to make arrangements with another resident to cover it for you. The house will be deep cleaned every week. Chores will include thorough cleanup of common areas (kitchens, bathrooms, living room). Each resident is responsible for cleaning up after themselves, and participating in

communal chores as necessary.

6. **PRIVACY:** Since some Residents are on Community Placement, the Department of Corrections will have full access to the premises. You should be polite to anyone who enters the home with a request for information.

7. Due to the fact that Residents are in transition for various reasons, **we will neither confirm nor deny that they live here.**

8. **No pets allowed.** We do not have the space as these are shared homes. Trained service animals with certification from an official agency that performs a function are allowed.

9. If you **borrow and loan it is at your own risk.** Residents are responsible for their own security and the security of their possessions. Residents storing personal belongings in common areas store them at their own risk. Property left over from moving out or being evicted may be disposed of after 30 days unless other arrangements have been made.

10. **CARS:** If you own a vehicle, it must be functioning and not in disrepair (leaking oil, smoking) you must also have proof of license and insurance. Parking is first come first served. There is no assigned parking. If you damage someone's car, it is your responsibility. We do not get involved. We do not allow junk cars that are not running on any property.

11. You must abide by all the rules of the house and all laws.

12. **SMOKING, Chewing and Vaping:** Smoking and vaping is outside in the backyard. Please clean up your smoking materials. There is no smoking or vaping on the front porch.

13. **Stealing is the cause for asking you to leave the house permanently.** Taking someone else's food is stealing. Bringing stolen goods into the house is stealing. Taking someone's medication is stealing.

14. **The computer and printer are to remain in the common area.**

15. **Guests are not allowed. NO overnight guests are allowed under any conditions.**

16. **No men or women who are not members of the house can be invited into the house. The security of your room and house depends on this house rule.**

17. **UTILITIES and GARBAGE: Energy conservation** is everyone's responsibility. Please turn off lights, water and heat when not in use. Garbage must go out on the appointed day. It is up to everyone to make sure the cans are outside.
18. **PROPERTY STORAGE:** Upon vacancy, AWOL status or arrest, any personal property left more than 30 days will be considered abandoned and will be donated to charity or disposed of. Please plan to have someone collect your items if you cannot do so.
19. **By signing this agreement, you understand that breaching the safety of the house, or when someone leaves, we will lead to a change in door codes. DOC has automatic entry into the houses and has the door codes.** We have WIFI enabled locks and may change codes instantly.
20. **Curfew is midnight on Friday and Saturday night. Curfew is 10 PM Sunday through Thursday night. No exceptions** unless approved. You may be asked to provide a work schedule to the house manager if you are working night shift.
21. Please do not damage the house. Or Make and Modifications!
22. **When you exit the house, you may not take house supplies, furniture, or anything that does not belong to you.** We will follow up immediately if something is missing.
23. **House meetings are mandatory.** Signing in and out of the house is required.
24. **You are required to follow your treatment plan with your health care team.**
25. **You must identify any merchandise that you own that has a value of greater than \$50** when you enter our home **and have paperwork signed by the house manager.** We are not responsible for merchandise of value.
26. There are to be no romantic relationships between residents and staff.
27. You are to report any inappropriate behavior in accordance with the whistle blower policy.
28. You agree to participate in recovery planning.
29. Upon any Exit (Voluntary or Involuntary) I agree that I will assist in the

contacting of my family or other ride share provider to facilitate my travel to a safe place as determined by the facility and my needs.

30. Policy: Paid work by residents. (From the National Alliance of Recovery Residences.) Policy and procedures that ensure the following conditions are met if the residence provider employs, contracts with or enters into a paid work agreement with residents:

- Paid work arrangements are completely voluntary.
- Residents do not suffer consequences for declining work.
- Residents who accept paid work are not treated more favorably than residents who do not
- All qualified residents are given equal opportunity for available work.
- Paid work for the operator or staff does not impair participating residents' progress towards their recovery goals. Paid work is treated the same as any other employment situation.
- Wages are commensurate with marketplace value and at least minimum wage.
- The arrangements are viewed by a majority of the residents as fair.
- Paid work does not confer special privileges on residents doing the work.
- Work relationships do not negatively affect the recovery environment or morale of the home.
- Unsatisfactory work relationships are terminated without recriminations that can impair recovery.

31. Grievance policy: If you have any problems with your house, please contact your house manager, peer support or founders. **For immediate service,** please contact Mrs. Stephanie Earls, Director of People Engagement. 270-872-7511

INTERNAL REVIEW TIMELINE

Dean's House Foundation is committed to a swift and fair resolution:

- **Acknowledgment:** You will receive a written acknowledgment of your grievance within **two (2) business days** of submission.
- **Investigation:** The Director will conduct an investigation, which may include interviews with involved parties.
- **Final Decision:** A formal written decision and resolution plan will be provided to you within **seven (7) business days** of the initial submission.

EXTERNAL ESCALATION (KYARR CONTACT)

If you feel your grievance has not been resolved fairly or if the grievance involves the Directors (Joseph or Stephanie Earls), you have the right to file an external grievance with our certifying body:

- **Agency:** Kentucky Alliance of Recovery Residences (KYARR)
- **Website:** www.kyrecovery.org/grievance
- **Email:** info@kyrecovery.org
- **Phone:** (502) 208-1414

NO RETALIATION STATEMENT

Dean's House Foundation strictly prohibits any form of retaliation against a resident for filing a grievance. Exercising your right to voice a concern will not result in eviction, loss of privileges, or any negative impact on your resident status. We view grievances as an opportunity to improve our community and uphold our values of **kindness and support**.

31. INVOLUNTARY TERMINATION OF RESIDENCY

Involuntary termination of residence shall include, but is not limited to:

1. Use or possession of alcohol, drugs, drug paraphernalia, guns, knives, other weapons. _____
2. Selling illicit drugs on or off the property _____
3. Abuse of over the counter or prescription medications. _____
4. Possession of stolen goods or any theft. _____
5. Unwanted guests on the property. _____
6. Physical violence or threats of any kind. This includes anyone you let in the house. _____
7. Consistent violation of curfew. _____
8. Consistent Violation of house rules. _____
9. Having food in your room that leads to ants or other damages _____
10. Stuffing anything down the toilet except toilet paper _____
11. Damaging the house intentionally _____
12. Bringing alcohol or drugs into the house with the intention of using or sharing these substances. _____

32. CLIENT TERMS AND CONDITIONS

I agree to comply with the house rules and expectations at all times. _____

I understand that it is necessary to be polite to the Department of Corrections and any support personnel for residents _____

I understand that zen, cooperation and kindness are key values and will do my best to support the people in the house. _____

I understand that if I have a conflict with anyone, the house leader, and the Director's will help come to a resolution. We will work together as a team to resolve any conflict. _____

Printed Name _____

Signed and Understood _____

Date: _____